

DR-4420 Quarterly Reports

- NEMA Website: https://nema.nebraska.gov/
- For questions, please contact the Public Assistance Team at nema.publicassistance@nebraska.gov

DR-4420 Quarterly Reports

1. Topics:

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- 3. How to fill out a quarterly report
- 4. What are the due dates and deadlines
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What is a quarterly report and why is it needed?

What is a quarterly report?

- A quarterly report is a simple form that breaks down an applicant's obligated projects and allows us to monitor project progress.
- This report gives us the opportunity to learn about your projects, identify needs you may have, and provide additional support if needed.

Why is it needed?

- To comply with the grant conditions you are required to fill out and return the quarterly report.
- Non-compliance with this requirement may jeopardize Federal and/or State funding.
- Quarterly reports are used to determine which applicants are ready for site inspections and the closeout process. Priority for site inspections and closeout will be based on these reports.

Who receives a quarterly report?

- All applicants currently active in DR-4420 will receive a quarterly report, however the quarter in which the applicant begins reporting may differ.
- Only applicants with obligated standard lane, specialized lane, or management costs will receive a quarterly report.
 - Projects obligated as work completed / fully documented will not appear on your quarterly report.
- The project must be obligated to appear on the quarterly report.

How to fill out a quarterly report

- 1. You will receive two documents via email.
 - 1. Certify Letter This is a word document that is printed out, signed, and scanned back to us. It tells us who is filling out the report.
 - 2. An excel document This is the quarterly report. It does not have to be printed and signed; it can be filled in completely online.

	Disaster	Subrecipient	Broject	# n/w #	Category	Title	Tot	al Broject Amount	Total Federal Share	Date Obligated	Expenditures to	Activity	Time Ext Needed -	Projected	Actual
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66	4420	Applicant	103480	460	Z	CAT Z-5% of Total Obligated Projects	\$	2,710.38	\$ 2,710.38	12/16/2019		3/21/2023			
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How to fill out a quarterly report

- 1. Open the quarterly report and click "Enable Editing" to type in the excel document.
 - The left side of the report is white and is filled in with applicant specific information. This is automatically generated.
 - The right side of the report is blue and must be filled in by the applicant.
 - Please fill in these column to the best of your ability.
- Once you have filled in the quarterly report saved the document to your computer. You do not have to print and sign this document. It can be attached to the email.

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Expenditures to	Activity Completion	Time Ext Needed	Projected	Actual	Percent Work	Comments			
Date ▼	Deadline 🔻	Yes or No	Completion da 🔻	Completion Da 🔻	Complete ▼	Confinents			
	9/21/2020								
	3/21/2023								

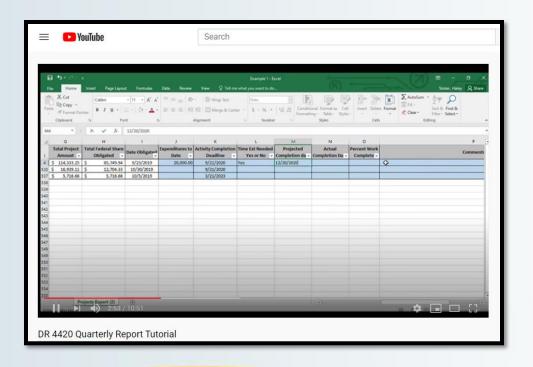
Quarterly reporting deadlines

- Quarterly reports follow the federal government's fiscal year.
 - Quarter 1: October 1st to December 31st
 - Quarter 2: January 1st to March 31st
 - Quarter 3: April 1st to June 30th
 - Quarter 4: July 1st to September 31st
- Applicants can expect to receive a quarterly report by email during the first or second week of December, March, June, and September.
- The quarterly report email will contain a return by date. It is typically a month from the receipt date.

Example 1 and Example 2

Please click the following link to view the quarterly report tutorial video:

https://youtu.be/WzvQExrgfHQ



Where to send questions:

 If you run into any difficulties or have additional questions regarding quarterly reports please reach out to:

Nema.publicassistance@nebraska.gov

 If you have project specific questions please reach out to your State POC listed in Grants Portal.

Thank you!